



1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.

The screenshot displays a software interface with a dropdown menu open. The menu is titled "Action" and lists several options, each with a right-pointing arrow. The options are: "Time Management", "Job and Personal Information", "Compensation", "Development", "Performance Management", and "Forms". To the right of the menu, a list of actions is visible, including "Request Reporting Change", "Transfer Employee", "Promote Employee", "Submit Demotion Request", "Request Reporting Change", "Request Paid Leave of Absence", "Retire Employee", "View Employee Personal Information", "Terminate Employee", and "Submit Demotion Request".

Action
Request Reporting Change
Transfer Employee
Promote Employee
Submit Demotion Request
Request Reporting Change
Request Paid Leave of Absence
Retire Employee
View Employee Personal Information
Terminate Employee
Submit Demotion Request

menu and then click

1. Type of transaction

Terminate Employee

3. Employee information needed here for privacy

1

Job Detail

2

Review & Submit

2. Steps to complete transaction - current step is indicated

b. Navigate to next

to next

NEXT

Related Info

Work and Job Information

*Effective Date

04/07/2022



4. Effective date must be changed to one day after the employee's last day of work

*Reason

5. Reason - must select the reason for the termination

Current Information

Position Title HR Data Integrity Analyst 10063972

Job Title HR Data Integrity Analyst 422X16

Reports To Mgr, Employee Data Service 10035789

Manager Name

Add Analytics

Decision Support

How to choose an Effective date >

Name
Job Title
Employee ID

[Redacted]

1
Job Detail

2
Review & Submit

8. Click Submit

Review and Submit

Reason: Resignation

Resignation

Position Title: HR Data Integrity Analyst 10053972

Reports To: Mgr. Employee Data Service 10035789

Request Summary

Current Information

Position Title: HR Data Integrity Analyst 10053972

Job Title: HR Data Integrity Analyst 422X16

Comments

[Empty comment box]

Attachments

No documents are attached.

Add Attachment

7. Review the information and actions one more time for accuracy and add any appropriate comments and attachments (such as a resignation letter, if applicable).

Changes Made
Required Field